

a few special characters that are used in XML syntax. These require the special character equivalent because of the special role they play in XML.

Character	ISO 8879	Unicode Hexadecimal Equivalent
&	&amp;	&#x0026;
<	&lt;	&#x003C;
>	&gt;	&#x003E;

Other character entities only should be used after testing in browsers and internal institutional decisions.

## Spacing and Punctuation

While an EAD instance may be perfectly valid according to the DTD, spacing and other errors may emerge when a document is rendered in a browser. The process of encoding an individual line of text using inline tags, such as date and subject, to identify smaller segments of text or words in a line of text is particularly susceptible to these kinds of errors. Common mistakes include lack of spaces or spaces in the wrong place:

Correspondence1934

Bill T. Jones , 1899-1976

The *EAD Application Guidelines* address the issues of spacing and punctuation in sections 4.3.5.1 and 4.3.5.2 (<http://www.loc.gov/ead/ag/>). Here is a summary of suggestions:

- Single spaces should be used to divide words and sentences.
- Using two or more spaces together for display purposes is not advised and often unsuccessful. Consider stylesheets for implementing these affects.
- Tags do not replace the need for spaces.
- Keep spaces outside of inline tags (content tags, <emph>, <unitdate>, etc.).
- Include punctuation within inline tags in accordance with applicable writing style rules.
- Maintain elements such as the <unittitle> and inline elements on a single line within the markup. Natural word-wrapping by software applications for single screen display is fine.
- See below for special consideration of the <emph> and <title> tags.